

Security Information

GENERAL SERVICES OFFICE CAREER SERVICE BOARD

MINUTES OF SIXTH MEETING

HELD

29 MAY 1953 - 0930 HOURS

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PRESENT:



- Acting Chairman



Secretary

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1. The meeting was convened by the Chairman at 0930 hours.
2. Reading of the minutes of the previous meeting was waived at the suggestion of the Chairman because copies thereof had been furnished to all in attendance. Thus, time was saved by limiting the procedure to a call for amendments to the minutes, if any. The first sentence of paragraph 3a was amended in substance to read as follows: "The Training Officer reported that the Office of Training receives current information on available courses from various universities.
3. The Training Officer submitted verbal reports on three assignments received from the Chairman at the previous meeting and a proposed staff memorandum on the fourth assignment. The substance of the verbal reports is briefed as follows:
 - a. The procedure followed by the Personnel Office in processing Personnel Evaluation Reports entails referral of such reports by Transactions and Records Branch to placement officers, examination of such reports by placement officers on date of receipt, preparation of a card record where an employee states a work preference other than his current assignment, application of regular personnel follow up procedure, study of the employees qualifications and discussion with the proper administrative office on potential placement and to determine when the employee can be released.
 - b. To clarify the status of career employees, those classified as "professional" include employees in Grades GS-7 and above with a few selected employees in Grades GS-5 and GS-6 such as in the Junior Officer Training group. Similarly those employees designated as "non-professional" comprise non-clerical employees in Grades GS-5 and GS-6 and all lower grades.
 - c. A delay has ensued in the compilation of a list of training courses at local universities applicable to GSO functions because the Fall catalogs are not off the press due to a printer's strike. Examination of leaflets containing available Summer courses reveals curtailed

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programs with only a few courses pertaining to actual GSO functions. The catalogs available at the Training Office were found to be obsolete for the intended purpose. Thus far, 4 catalogs and 2 leaflets have been obtained from local institutions for reference purposes in compiling the list.

At the direction of the Chairman copies of the staff memorandum, subject: "Processing of New Employees" were distributed to all in attendance for individual review and subsequent report through regular administrative channels.

4. Discussion of the GSO Training Brochure disclosed general approval for rotational training purposes. The Chairman expressed an opinion which was concurred in by others present that the brochure should be expanded to include a provision for scheduling "on-the-job training" to enable the orderly training and advancement of personnel where feasible.
5. The Training Officer requested the Chairman to remind Division Chiefs that the training budgets were due in the Office of Training on 1 June 1953. The responsible division chiefs stated that they would furnish the required data.
6. Reports from division chiefs on action taken with respect to employee preferences stated in Personnel Evaluation Reports resulted in a constructive discussion which was linked by the Chairman to the substance of the consideration given to the Brochure with respect to the need of scheduling "on-the-job training" (see Paragraph 4 above).
7. Copies of a memorandum for the record dated 5 May 1953, subject: Digest of Comments by the Office Career Service Boards on "Process of Selecting New Career Employees", were distributed to all board members present for informational purposes. The Chairman recommended private reading thereof to be followed by later discussion as necessary after digest of the numerous comments.
- 25X1 8. Consideration of Notice "Career Service Boards - Determination of Initial Career Designations", brought to light that:
 - a. Various offices do not grasp the full concept of the program and clarification thereof would be helpful.
 - b. Uncertainty exists in the Personnel Office on the overall import of the program.
 - c. The agency is struggling under the weight of 3 systems of personnel administration to accomplish the end result of evaluation such as, Career Designations, Personnel Evaluation Reports and Qualification Cards.

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d. Direct negotiation between office career service boards for tentative transfer of personnel is permissible where employees have selected career designations that do not conform with their current assignments. However, due to the need of personnel replacements, uncertainty seems to exist with respect to the proper mechanism to use in completing such transfers. In a prior discussion of this latter phase with the Personnel Office, [] pointed out the dangers of office career boards dealing directly as follows:

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- (1) Some officials on various boards are not familiar with special security clearances required by certain offices such as [] OOI; neither are they familiar with the three special classifications such as overseas, departmental, etc. used by the medical office, nor the requirement of Inspection and Security to approve all personnel transfers to covert activities.
- (2) The possibility of one office board dealing with two other office boards at the same time on one individual with the result that both boards might claim the identical employee.
- (3) The possibility of direct negotiations giving rise to morale problems because of difficulties in grade classifications.

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25X1A9A [] concluded that clarification is needed on the extent of authority that office career boards may exercise in interoffice negotiations and that all transfer actions should be processed by the Personnel Office under existing procedure.

9. As an initial step in placing the career program in motion, the Chairman directed the Training Officer to prepare memorandums to appropriate office career service boards identifying the names of GSO employees who have chosen career designations pertaining to such other offices, the purpose being to determine whether or not the qualifications of these employees are acceptable.

10. The meeting was adjourned at 1030 hours.

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APPROVED:

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Acting Chairman, GSO Career Service Board

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